



Agenda

Library Advisory Board Worksession

August 19, 2025 at 4:30 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 944 9453 7860 Password: 734052

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, 4:30 P.M.

AGENDA APPROVAL

DISCUSSION TOPIC(S)

A. Library Advisory Board Training with City Clerk Renee Krause

COMMENTS OF THE AUDIENCE (3 minute time limit)

ADJOURNMENT

Next Regular Meeting is **Tuesday, September 16, 2025 at 5:30 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Library Advisory Board

BOARD & COMMISSION Training – August 19, 2025



Where did we come from?

- Boards and Commissions are created by the City Council via Ordinance per Alaska Statutes 29.40 & Homer City Code 2.58.2.72
- The Library Advisory Board was created via Ordinance 80-2 in 1980.



Duties and Responsibilities

- HCC 2.48.050 outlines the powers and duties of the Library Advisory Board
 - ❖ The Board's Policies and Bylaws establish how the Board conducts its business
 - ❖ The Board's Strategic Plan and Goals align its advisory, funding, policy, and community engagement efforts in support of the Homer Public Library.
 - ❖ Current Edition of Robert's Rule of Order is the Parliamentary Authority and the Clerk is the Parliamentarian for the Board



Open Meetings Act (OMA)

AS 44.62.310 Government Meetings Public

- ❖ All meetings of a governmental body of a public entity are open to the public, except as otherwise provided.
- ❖ Certain subjects may be considered in executive session and these are limited to:
 - ✓ Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity
 - ✓ Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion
 - ✓ Matters involving consideration of government records that by law are not subject to public disclosure
 - ✓ Matters which by law, municipal charter, or ordinance are required to be confidential



OMA definitions

- **Governmental Body-** means an assembly, council, board, commission, committee, or other similar body of a public entity
- **Meeting-** means a gathering of members of a governmental body when:
 - more than three members or a majority of the members, whichever is less, are present;
 - the gathering is prearranged for the purpose of considering a matter upon which the body is empowered to act;
 - regardless whether the body has authority to establish policies or make decisions for the public entity or to advise or make recommendations for a public entity.



What constitutes a meeting?

- ❖ It's a gathering of more than three Board members that's been prearranged to discuss a matter upon which the body is empowered to act, aka: board business.
- ✓ A matter on which the body is permitted to act includes every step of the decision making process, from brainstorming sessions to fine-tuning a proposal.
- ✓ Emailing, texting, phone calls, or other communications between four or more members to discuss the Board's business and is referred to a Serial Meeting.



Attendance at Public Events

- ❖ A social gathering arranged for a given social purpose and not prearranged to discuss matters on which the body can act is not a meeting.
- ❖ Chance encounters will not constitute a meeting, even if the members discuss a matter on which they could advise or make a recommendation.

But!!! Remember the public's perception is important so it's best to refrain from talking about the Board's business if you find yourself in these situations.



Homer City Code and Bylaws

- Outlines duties and responsibilities
- Defines a quorum
- Requires a quorum of members to conduct a meeting, including worksessions.
- Directs that all members vote unless they have a conflict of interest or personal bias.
- Defines that four yes votes are required to pass a motion
- Directs that voting by proxy is prohibited
- Directs that meetings will be conducted under the current edition of Robert's Rules of Order as the parliamentary authority



Chair's Responsibilities

- Homer City Code 2.58.050 states:
 - *The presiding officer (Chair) shall preserve order and decorum at all meetings of the board*
 - *Promote discussion by all members in deliberations or debate unless otherwise prohibited by law.*
 - *Limit debate to twice per Boardmember is encouraged.*
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- **These duties are all about procedure and running a meeting well.**



The Chair

- Is a member of the body with the same voting and discussion rights as the other members. Robert's Rules recommends the Chair speak last.
- Can make motions in a small board or commission, but it's recommended that other member's make the motions, and the Chair state the question and put it to a vote
- Is not a position where they can exercise their leadership to determine the outcome of a vote
- Is not in control of the decision the group makes
- Is not tasked with **obtaining consensus** of the group
- Should not contact the membership directly regarding business matters



Taking care of business

- **Before the meeting**

- **Agenda Packets**

- Agendas are set by the Chair and Staff
- Boardmembers may request items be added to an agenda and must provide packet information, prior to agenda deadline.
- The agenda deadline is 5:00 p.m. on the Wednesday prior to the meeting day.
- Agenda packet materials are provided to the Clerk, who prepares and distributes the agenda packets.



Taking care of business

- **At the meeting**

- The Chair will announce agenda items in the order listed on the agenda and will ask for motions when necessary
- Under pending and new business items, the Chair will open the floor to staff or a member to provide a report on the topic, and one or more motions to carry out the recommendations in the report may be introduced.
- If a public hearing is scheduled, the Chair will open the public hearing, the Board will hear public comments, the Chair will close the public hearing and ask for motions when necessary.



Taking care of business

- **Making motions**

- Main motion – a formal motion by a boardmember that the body take a certain action.
 - ***I move to approve the recommendation to amend the bylaws to meet on Saturdays.***
- Primary Amendment – a motion to amend the main motion
 - ***I move to amend the motion by adding “at 11:00 a.m.”***
 - Secondary Amendment – a motion to amend the amendment
 - ***I move to amend the amendment by adding “with coffee & bagels.”***



Taking care of business

Voting

- Secondary Amendment – a motion to amend the amendment
 - ***The motion on the floor is to amend the bylaws to add “coffee & bagels.” Discussion, Vote, Motion carries***
- Primary Amendment – a motion to amend the main motion
 - ***The motion on the floor is to amend the main motion as amended by adding “at 11:00 a.m.”***
 - ***Discussion, Vote, Motion carries.***
- Main motion– as amended
 - ***I move to amend the bylaws to meet on Saturdays at 11:00 a.m. with coffee and bagels. Discussion, Vote, Motion carries.***



Taking care of business

- **Other motions**

- Postpone - an action to consider a main motion at a later time preferably to a time certain.
- Suspend the rules – Used if the Board wishes to do something during a meeting that it cannot do without violating one or more of its regular rules. Or to allow a member of the public to participate in the discussion.
- Point of order– Used when a member thinks the rules are being violated or more commonly when discussion does not pertain to the topic of the motion on the floor.
- Reconsideration– Used to bring a motion back before the Commission/Board for further consideration.
- Call for the question– Used to immediately close discussion and the making of subsidiary motions . Commonly used to bring an immediate vote on one or more pending motions.
- Withdraw a motion – Only allowed if the motion has not been seconded and given to the body or stated by the Chair. After the Chair states the motion, it belongs to the body and the maker may request permission to withdraw the motion.



Taking care of business

- **Voting**

- Each member, including the Chair shall vote, and shall not abstain unless excused for a conflict of interest or situation of personal interest.
 - If a Commissioner has been declared to have a conflict they will not sit at the table until the action has been concluded.
- Four affirmative votes are required to pass a motion.
 - There are exceptions where a 2/3 affirmative vote is required
Calling for the question or suspending the rules.
- Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed.
- Voting by proxy or absentee is prohibited.

